



User Manual
Web Section – “The New Web”

Change History

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Introduction

ExFlow is an add-on module for Microsoft Dynamics NAV, which makes it possible to approve supplier invoices electronically via a web interface. ExFlow rationalizes the whole process of handling supplier invoices: scanning (including optional OCR input), electronic approval, posting, as well as historical and statistical data.

As ExFlow is fully integrated within Microsoft Dynamics NAV, and the accounts payable team can work in their familiar way. ExFlow handles transactions that need to be sent out for approval, and covers approval of invoices and credit notes.

This document is a manual for how to administer invoices – the approvers' duties – in the web interface.

Should you have any questions, please do not hesitate to seek assistance:
support@signupsoftware.com

1.1 The overall process in brief

The Approvers receive an email report of the invoices they need to approve. They can see all the invoice numbers and when they fall due. Those that are due shortly are highlighted in red.

Simply by logging in to the web application by the link on the email, the user can see all invoices they are responsible for. An image of each invoice for approval can be seen, along with all the relevant supplier and invoice details. These details can even include predefined accounts and dimensions. If the approver has the appropriate security, they can change account, dimensions and even split the amount into more lines, each with their own categories. When the approver has assigned an account and approved the invoice, it will continue to the next person in the workflow.

The administrator can at any time recall the task or manually change the approval path. They can also use the search and history functions to get an insight into the entire process.

This manual will give the user an introductory description of how you work with ExFlow.

Email notification

The Approvers receive an email report of the invoices they need to approve.

Status Report

Hi Henrik Garvner,

You have documents in your inbox. To access your documents click on [ExFlow](#).

No.	Date	Due date	Vendor	Company
Documents to approve				
1676	2011-01-25	2011-01-31	Custom Metals Incorporated	SignUp Australia
1678	2011-03-25	2011-12-31	Mundersand Corporation	SignUp Australia
1680	2011-03-25	2011-12-31	OakvilleWorld	SignUp Australia
1681	2011-03-25	2011-10-31	OakvilleWorld	SignUp Europe
1682	2011-01-25	2011-03-26	Postmaster AB	SignUp Europe
1683	2011-03-25	2011-07-31	Dustin AB	SignUp Europe
1689	2011-03-25	2011-11-30	Top Bureau	SignUp Europe
1700	2011-03-25	2011-01-28	Club Euroamis	SignUp Europe

Rows with a red background are overdue and rows with red text are soon to be overdue.

Regards,

Admin department

The status report includes invoice information such as invoice number, date created and due date, vendor name and what company the invoice is addressed to.

Invoices that are due shortly are highlighted in red.

Finally, the email also includes a link to the ExFlow Web Interface. By clicking the link, the Approver will be directed to his/her inbox.

N.B: To protect against computer viruses, email programs may prevent you from sending or receiving certain types of file attachments. Check your email security settings to determine how attachments are handled.

Approval

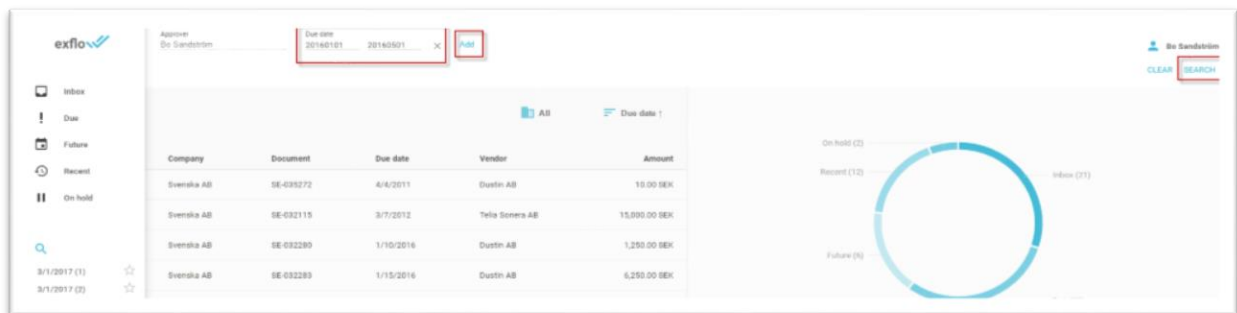
On the following pages, we will describe how invoices are managed in the ExFlow Web Interface – the approval interface.

1.2 Log on

Whether users (Approvers) are required to log on separately to the ExFlow Web Interface or not, depends on the client's setup. Most commonly, the users are directly routed to his/her inbox.

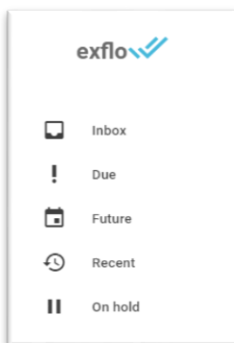
Should you have any questions regarding the log in, please contact your internal ExFlow Support.

When logged on, the Approver's inbox will display the invoices awaiting his/her approval.



1.3 ExFlow Area Page

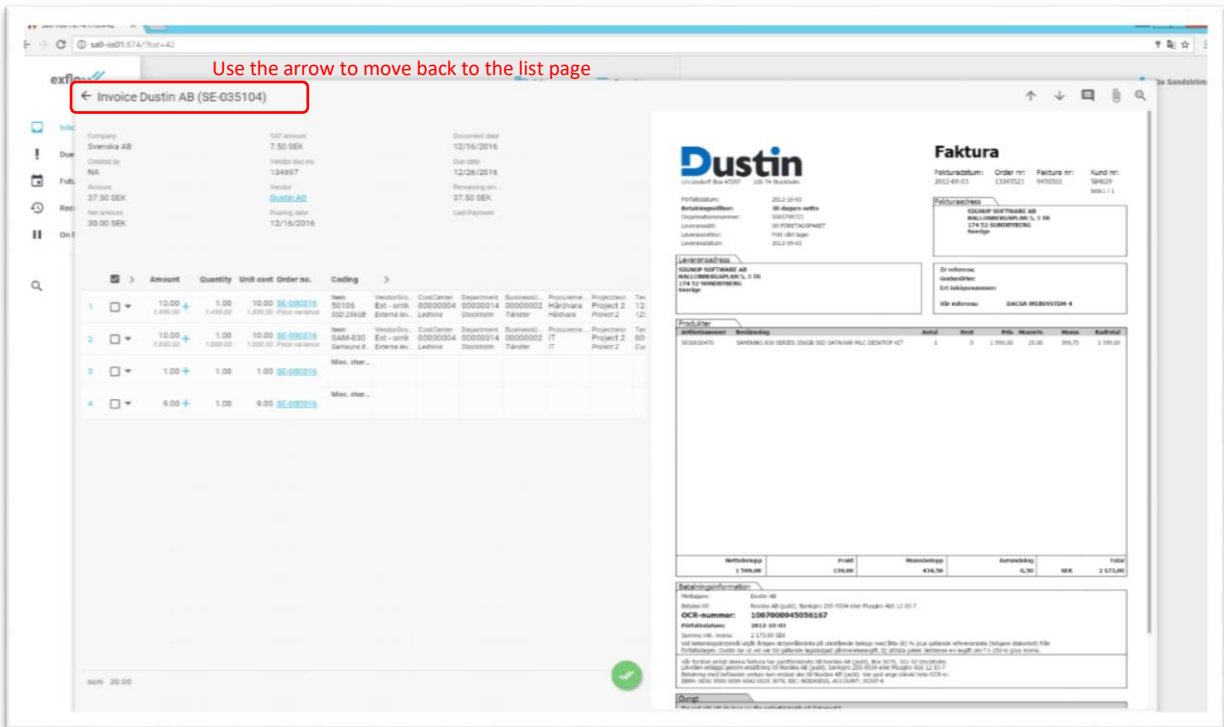
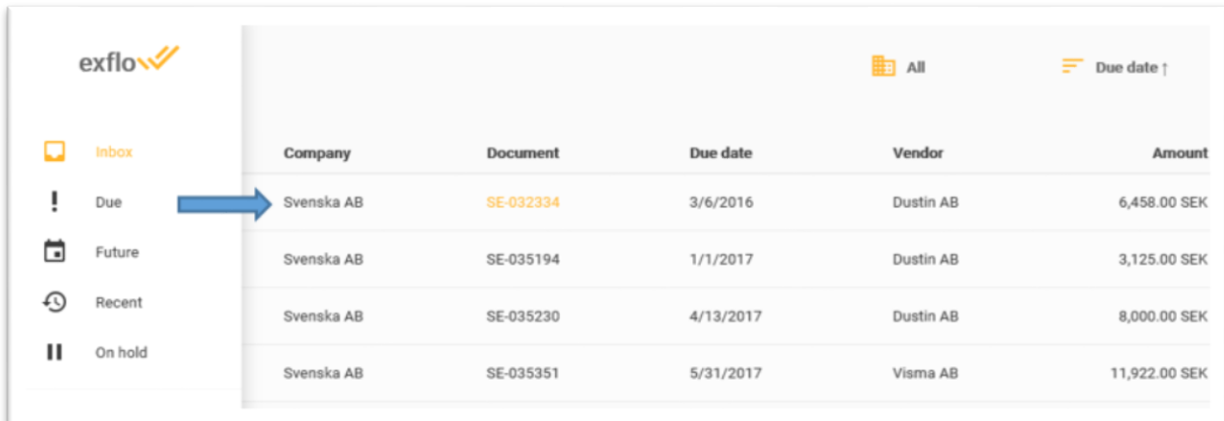
The Approver have four main directories to choose from:



Box	Invoices displayed in list
Inbox	All active invoices awaiting the current Approver's approval
Due	Active invoices awaiting the Approver's approval that are past due
Future	Active invoices awaiting other Approvers' approval but where the current approver is included in the approval route
Recent	Invoices which have been approved/rejected by the current Approver during the past 30 days
On hold	As an alternative to approving or rejecting an invoice, an Approver can choose to place an invoice on hold. These invoices are displayed here. (For more information on the On hold functionality, please see section below.)

1.3.1 Select, review and edit an invoice

The Approver selects the invoice he/she decides to approve or reject. By clicking in the list page, the invoice will be opened in edit mode.



The Approver will then review the provided invoice information and decide on the appropriate action.



The selected invoice's header information is available in the upper left hand corner.

This information is not editable by the Approver.

	Amount	Quantity	Unit cost	Order no.	Coding	
1	10.00 1,499.00	1.00 1,499.00	10.00	SE-000316	Item: 50106 Ext - omk: 00000004 S20 28628	VendorGr: Extrema rev. CostCenter: Ledrno Department: Stockholm BusinessU: 00000014 Procureme: Tjänster Projectest: Hårdvara Project 2: Project 2 Tel: 121
2	10.00 1,000.00	1.00 1,000.00	10.00	SE-000316	Item: SAMA-830 Ext - omk: 00000004	VendorGr: Extrema rev. CostCenter: Ledrno Department: Stockholm BusinessU: 00000014 Procureme: IT Projectest: Project 2 Project 2: Project 2 Tel: 00
3	1.00	1.00	1.00	SE-000316	Misc. char...	
4	9.00	1.00	9.00	SE-000316	Misc. char...	

Below the header information, the line information is available.

This is the area where the approver must focus and take appropriate action(s).

By clicking on the arrows in the header, the line will expand for detailed information on approval route and coding. (In the image above, the arrow next to the header 'Coding' has been clicked, displaying the coding of the line.)

sum	30.00					
-----	-------	--	--	--	--	--

To save any changes, the Approver then selects the appropriate alternative by hovering over the approval button in the centre of the lower part of the screen.

This button is describe in more detail further down in this document.

Dustin
City Lindorf Box 47257 130 74 Stockholm

Faktura
Fakturadatum: 2012-09-03
Order nr: 13345523
Faktura nr: 9450561
Kund nr: 584029
909 / 1

FAKTURADRESS
SIGROUP SOFTWARE AB
HALLÖREN RINGPLAN 5, 9 TR
174 52 KUNDSBYBERG
Sverige

Er referens:
Godkänd
Er inköpsnummer:
Vår referens: DACSA WEBBSYSTEM 4

Produkt	Antal	Best	Pris	Monter	Moms	Rabatt
ANLÖSNING						
SHAWING 830 SERIE3 25428 SSD SATA/100 P/LC DESKTOP KIT	1	0	1 590,00	25,00	395,75	1 590,00

Nettobelopp	Präst	Momsbelopp	Amtsbelopp	Total
1 590,00	130,00	434,50	6,50	SEK 2 170,00

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Vår betalningsadress: Uppgå Skåpan Åkeri/Barkåra på uppvisande belopp med 0% plus gällande referensbelopp (idagare diskontor) från förfallodagen. Dustin får ut vid var till gällande lagstadgade skivningsavgifter. Ej utlösta paket debiteras en avgift om 7,250 kr plus moms.
Vår försändelse denna faktura har paraffranserat till Nordica AB (publ), Box 5076, 102 42 Stockholm.
Läsaren erbjöd genom ersättning till Nordica AB (publ), bankgiro 255-9304 eller Postgiro 405 12 03-7.
Betalning med betalkortet rekommenderas till Nordica AB (publ). Vår goda vänliga hälsning från Dustin.
IDNR: SEN2 5900 4099 6942 0102 3076, BIC: NODAS333, ACCOUNT: 20397-6

On the right hand side, the invoice image is displayed to the Approver.

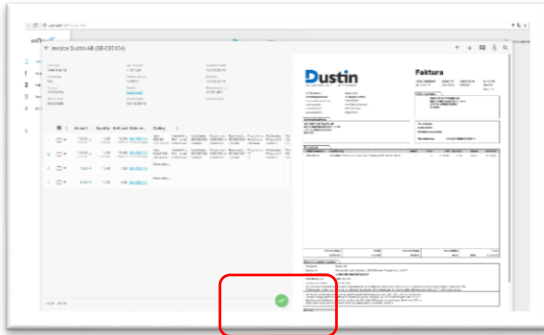
Above the image, there are also some additional icons, which are described further down in this document.

1.4 Approve an invoice

After reviewing the invoice, the Approver decides whether the invoice should be approved or not. The Approver can also decide to forward the invoice to another approver.








Note that approvals can be done line by line by selecting the dropdown options on the line itself, or for all lines at once as described below.

As stated earlier, the Approver's decision is made by selecting the appropriate alternative made available by hovering over the approve button:



To Approve, hover over the green button.

Hover your mouse cursor over the green button to see all approval actions such as Approve, Reject, Hold, Save, Validate and Cancel. Approve, Reject and Hold applies to all lines. If you prefer to work with individual lines you should use the Save button. Validate sends the document to Dynamics for a full validation. Cancel reloads the document and removes any drafts.

Selection	Icon	Description
Approve		Select <i>Approve</i> on the line or use the button <i>Approve all</i> .
Reject		Select <i>Reject</i> on the line or use the button <i>Reject all</i> . When selecting <i>Reject</i> , it is mandatory to add a comment.
Hold		An invoice can be temporarily put on hold by an approver, for example if one is waiting for delivery or a response from a supplier. When selecting <i>Hold</i> , it is mandatory to add a comment.
Forward		The Approver may decide to <i>Forward</i> the invoice without approving it. When selecting <i>Forward</i> , it is mandatory to add a comment as well as selecting the user the invoice is to be forwarded to.
Validate		An invoice can be <i>Validated</i> before saving changes.
Save		Select Save when changes have been made but you don't want to approve just yet. Please note: If e.g. Approve is selected on line level, and the Approver then selects Save, the invoice will be updated as approved.
Cancel		Use when you want to cancel your changes and revert back to the original. Note – this only cancels your changes in the approval portal, and does not cancel the actual invoice in NAV.

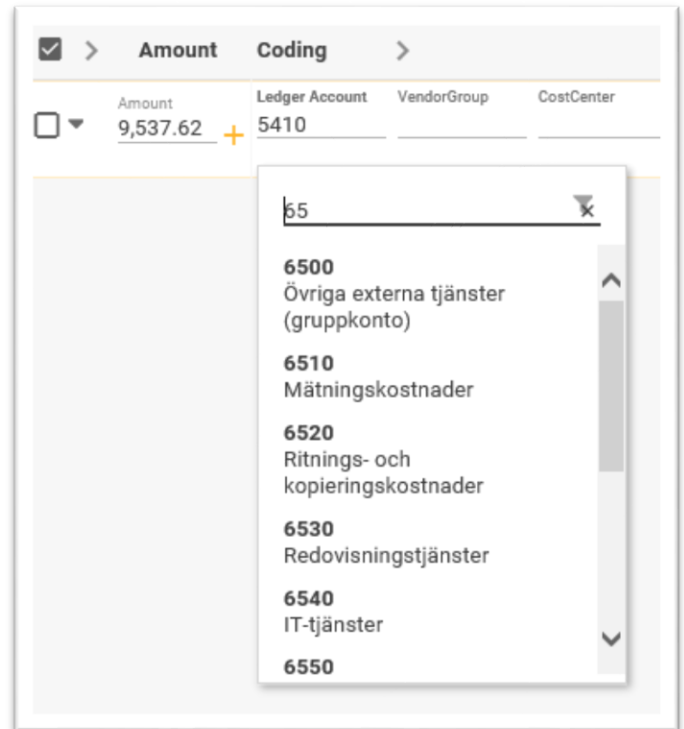
1.5 Change Account or Dimension

An Approver with the correct permissions can add or change accounts or dimensions when in edit mode. Simply place the cursor in the account field by clicking on the field with the mouse.


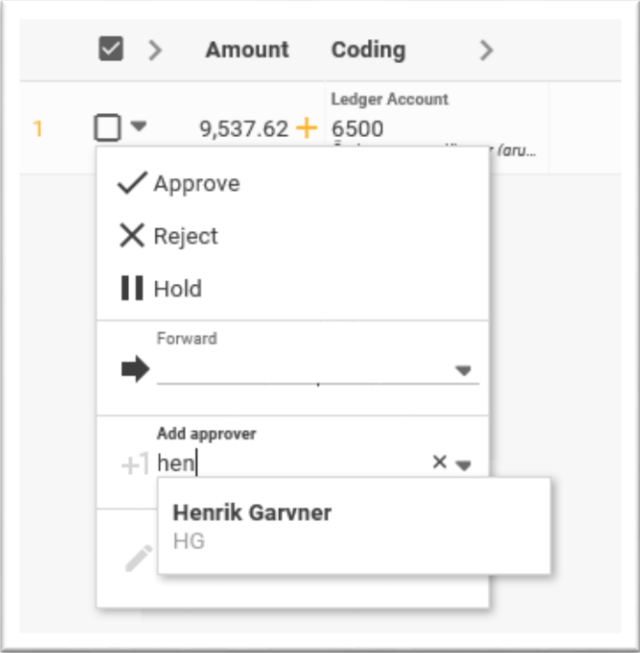
A drop-down list will be shown where you can scroll down the values until you highlight the account number you want. Confirm your choice by pressing tab or clicking the value with the mouse. The new account will be displayed in the account field.

The drop-down list can be filtered by typing in the whole or part of the number or name for the account, in the same way as NAV.

Then, move to the next dimension you want to change. Exit edit mode by pressing 'Enter', 'tab' or clicking on the row.




1.6 Add approvers

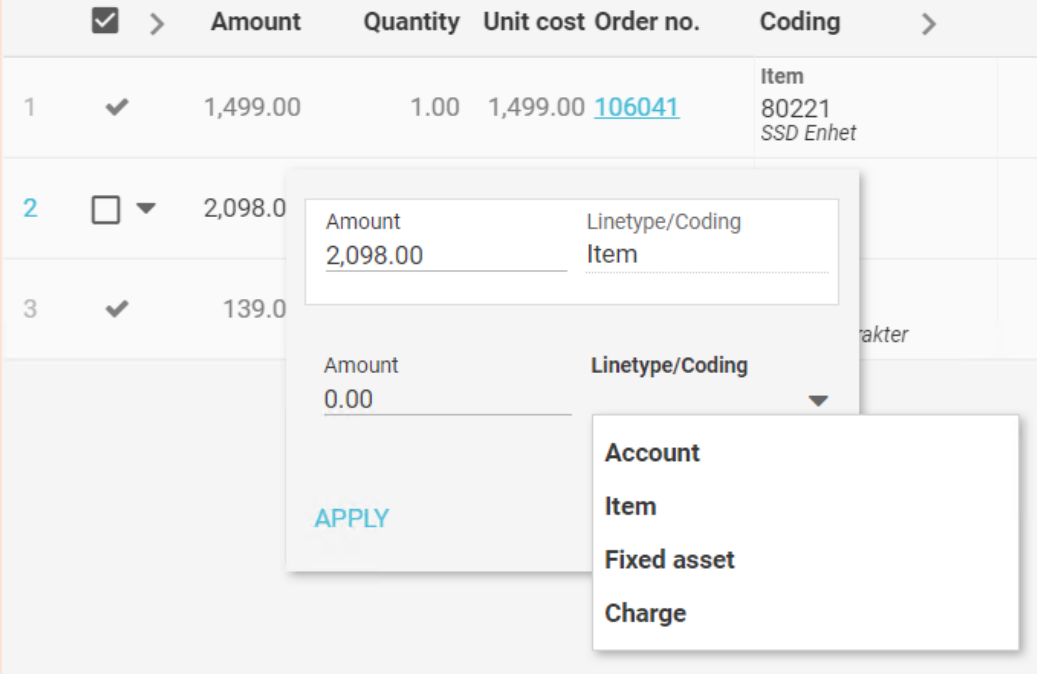
Add approvers	
An approver can add one or more new approvers into the approval route.	
1	Click on the  'drop down list' icon and select "Add approver".
2	Select the name of the approver you wish to add from the drop-down list 'Add approver'.
3	Exit edit mode by pressing 'Enter', 'tab' or clicking again on the row. 
4	If needed, you can repeat the procedure for additional approvers.
5	If you have several lines, and you want to add new approvers to them all, ensure you select all the lines.

1.7 Change line type

An existing line can be changed to a new line type, for example from “Account” to “Item” or “Fixed Asset” or “Charge”.

Split an invoice into more lines

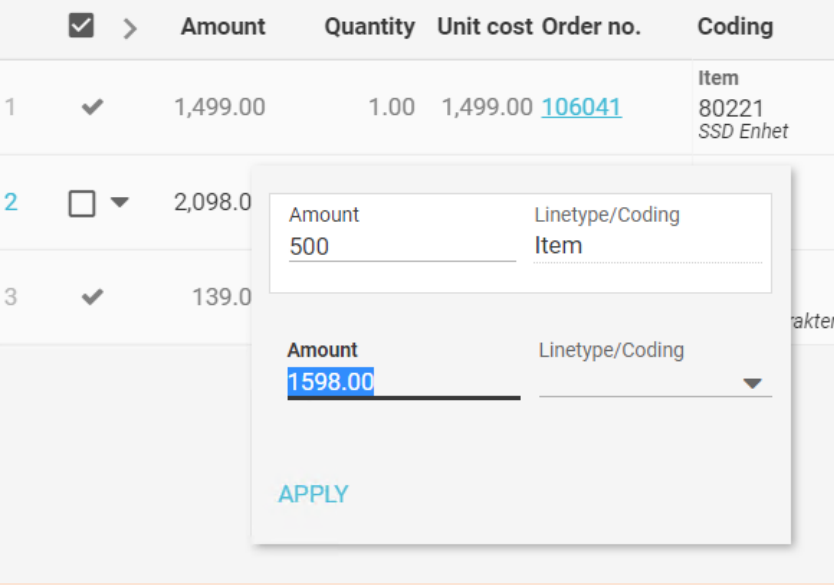


- 1 Click in the row to enter Edit mode.
- 2 Click on plus , Change the line type to a new value (Account, Item, Fixed assets or Charge).



	<input checked="" type="checkbox"/>	>	Amount	Quantity	Unit cost	Order no.	Coding	>
1	<input checked="" type="checkbox"/>		1,499.00	1.00	1,499.00	106041	Item 80221 SSD Enhet	
2	<input type="checkbox"/>	▼	2,098.00					
3	<input checked="" type="checkbox"/>		139.0					

3 The line can also be edited before it is approved and sent on to the next approver.

1.8 Split an invoice into multiple lines

Split an invoice into more lines	
1	Click in the row to enter edit mode.
2	Change the original amount for the row to a new required <i>lower</i> value.
	
4	Click  a new line and the remaining amount will be created below the existing line. All the original approvers will be copied to the new row.
5	This new line can also be edited before it is approved and sent on to the next approver.
6	If desired, the new row can be removed by clicking on the drop-down icon  then select "Remove" BEFORE saving or approving.
7	If the new row is removed, then the approver must manually restore the original amount in the first line.

An approver with the correct permissions is able to divide the invoice amount into two or more lines before granting approval by using this method.

1.9 Shortcut keys

The use of shortcut keys can be utilised to speed up the time for an approver to handle an invoice in ExFlow web.

Use TAB to navigate between buttons, SPACE to click and the ALT-key to access shortcuts. The following is a list of shortcuts:

Inbox

ALT+1-9	Opens the corresponding document in the list.
ALT+U	Open Settings.
ALT+M	Focus on menu (then use TAB)
ALT+S	Search

Document view

ALT+BACK	Go back and show inbox
TAB	Used to navigate left and right (use SHIFT) between buttons (don't use ALT).
SPACE	Click (don't use ALT).
ALT+1-9	Focus on the corresponding line in the list.
ALT+ Up & Down	Focus on the previous/next line in the list.
ALT+<	View/Hide approvers.
"ALT+A"	Show Approval and Save buttons

Line Edit

1	✓	1,499.00	1.00	1,499.00	106041	Item 80221 SSD Enhet	DEPARTMENT	PROJECT	PERCODE
2	□ ▾	500.00 +	2.00	250.00	106041	Item 80222 USB	DEPARTMENT	PROJECT	PERCODE
3	✓	139.00	1.00	139.00		Account 5710 Freight / Frakter	DEPARTMENT	PROJECT	PERCODE

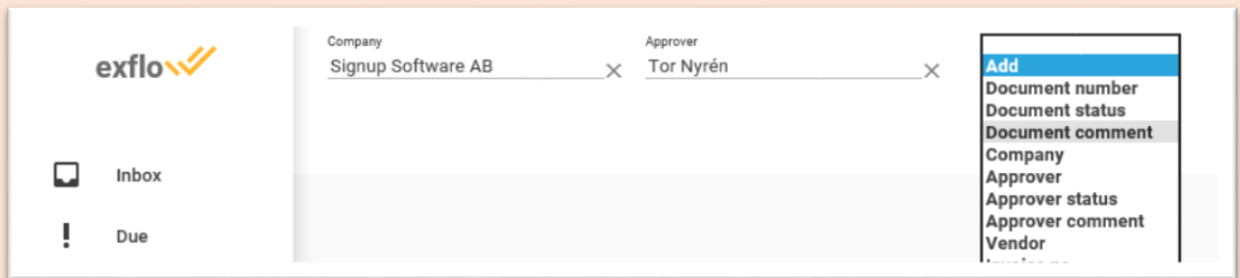
Line editing shortcuts: Click TAB → to move to the next field

Search

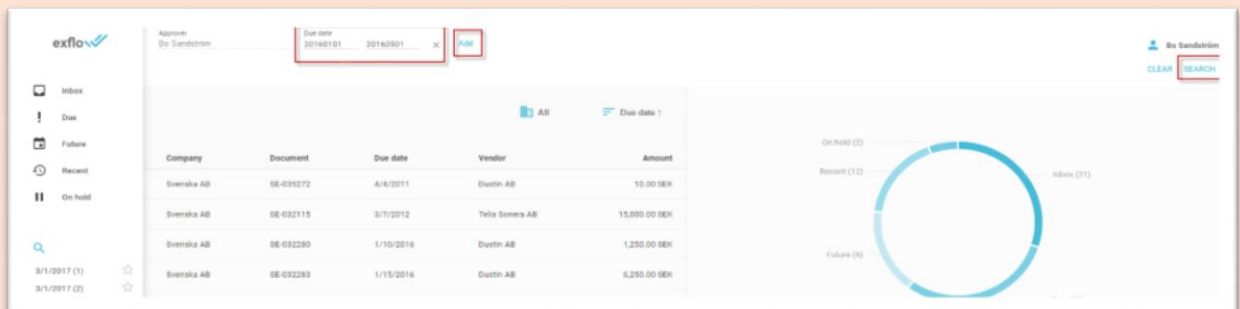
Search invoices

Approvers have the possibility to search through archived and current invoices in ExFlow web.

- 1 Depending on access rights, Approvers can search just their own invoices, all of the invoices for one company, or for all the companies in the system.
- 2 The “Vendor” search field is a ‘LIKE’ search, meaning that you can use a partial name.



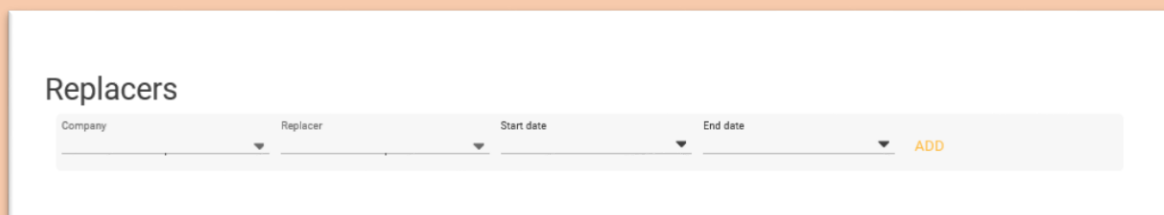
- 3 Several of the other fields drop down an additional list of values when you click on the control, so your search can be selected from a sub-set of options. For example ‘Due date’ you will get two fields “From date”, and “To date”.
- 4 After you click on ‘Search’, the results will automatically appear.



Assign Replacer

A Replacer is an Approver covering for another during vacations and other leaves of absence. Invoices belonging to the absent Approver will also be available to the Replacer.

- Click on your user name in the top right corner → Press Settings.
- Company: Select the relevant company
- Replacer: Select the replacer
- Start date: Select the start date
- End date: Select the end date
- Click on Add



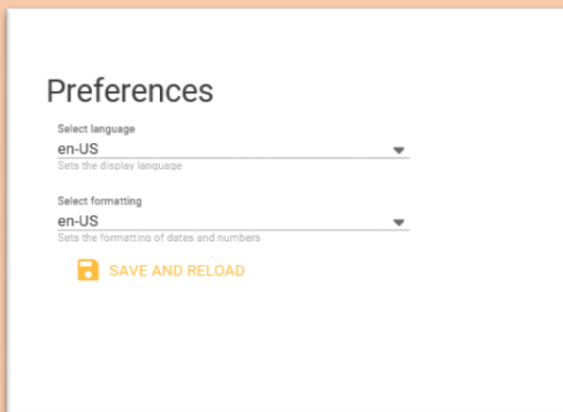
The screenshot shows a web form titled "Replacers". It contains four dropdown menus for selection: "Company", "Replacer", "Start date", and "End date". To the right of these dropdowns is a yellow button labeled "ADD".

Replacers are selected for a period of time, with a start and end date. The current replacers are shown in a list where they also can be removed before the replacement period expires. A list showing the approvers the currently logged in user is replacing is also shown here.

Preferences and settings

An Approver can select preferred language and formatting

- Click on your user name in the top right corner → Press Settings → Click on arrow > .



- Select language: Select the relevant language via the drop-down list.
- Select formatting: Select the relevant formatting, via the drop-down list.
- Save and reload your web browser.